APRIL/MAY 2023

# CSEL35 — COMPUTER ORIENTED OFFICE AUTOMATION

Time : Three hours Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Write down the hardware components of a computer.
2. What is an E-mail?
3. How will you set footnotes in Ms word?
4. How will you create sections in Ms Word?
5. Mention the steps involved in inserting column in Excel sheet.
6. How will you manage date format in Excel?
7. What is Ms Power Point?
8. How animation effect is included in a Power Point Presentation?
9. How will you crop images in Adobe Photoshop?
10. What is quick mask mode?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Describe the hardware accessories of a computer.

Or

(b) Write a short note on

(i) Browsers

(ii) Clients

12. (a) Explain:

(i) pagebreak

(ii) column 4 line break.

Or

(b) Describe the Anchoring and wrapping settings in Ms word.

13. (a) Outline the following

(i) Range selection in worksheet

(ii) moving data

Or

(b) Explain

(i) Reprinting worksheet

(ii) linking work sheets



14. (a) Describe the formatting of a presentation.

Or

(b) Explain the animation and transition effect in a presentation.

15. (a) Explain the basic selections and retouching in adobe photoshop.

Or

(b) Outline the shortcut keys in adobe photoshop.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the components of a computer.

17. Describe the creating sections and frames inserting in a Ms word.

18. Discuss the formatting a worksheet.

19. Describe the adding text and slide background in power point presentation.

20. Explain: Mask and Quick Mask mode.

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